

## Community Pathways Waiver –**Proposal Draft 2017**

Service Type: Statutory Service

Service (Name):

Alternative Service Title: **EMPLOYMENT SERVICES**

HCBS Taxonomy:

Check as applicable

☐ Service is included in approved waiver. There is no change in service specifications.

☒ Service is included in approved waiver. The service specifications have been modified.

☐ Service is not included in the approved waiver.

### Service Definition:

- A. Employment Services are a flexible customized employment process designed to personalize the employment relationship between a job candidate and an employer in a way that meets the needs of both. It is based on an individualized match between the strengths, conditions, and interests of a job candidate and the identified business needs of an employer. Employment Services utilizes an individual approach to employment planning and job development.
- B. Employment Services includes a variety of supports to help an individual identify career and employment interest, find and keep a job.
- C. Employment Services include:
  - 1. Discovery is a time limited comprehensive, person-centered and community-based employment planning support service to better inform an individual seeking competitive integrated employment to create a Discovery Profile;
  - 2. Job Development is support for an individual to obtain an individual job in a competitive integrated employment setting in the general workforce, including customized employment or self-employment;
  - 3. Initial Job Coaching is support in learning and completing job tasks for an individual beginning of a job, promotion, or significant change in duties in a competitive integrated employment setting in the general workforce, including customized employment and self-employment. Supports may include systematic instruction and other learning strategies based on the individual learning style and needs including learning to travel independently to the job;
  - 4. Follow Along supports occur after the individual has transitioned into their job and supports have been faded. These supports ensure that individuals have the supports necessary to maintain their jobs; and
  - 5. Self-Employment Supports are provided to assist an individual whose discovery activities and profile indicate a specific skill or interest that would benefit from resource ownership or small business operation.

## SERVICE REQUIREMENTS:

- A. Employment Services is considered one of DDA's employment service.
- B. Discovery activities include a visit to an individual's home, a review of community employers, job trials, interest inventory, a profile and picture resume.
- C. Discovery activities shall be reimbursed based on the following milestones:
  - 1. Milestone #1 - includes home visit, survey of the community near the individual's home, record reviews for pertinent job experience, education, and assessments.
  - 2. Milestone #2 – includes skill identification through task trials, learning style and teaching mechanisms. A minimum of three (3) job trials and community skills observation.
  - 3. Milestone #3 – includes discovery profile, picture and/or written resume, and job development plan from discovery meeting.
- D. Job Development is reimbursed based on a flat fee.
- E. Initial Job Coaching includes a "fading plan" that notes the anticipated number of hours of support to transition to Follow Along supports.
- F. Follow Along supports include at least two face to face contacts with the individual in the course of the month.
- G. Employment Services are provided by staff who has a DDA approved certification in employment.
- H. If an individual is promoted and has new job tasks or changes positions, they can receive Initial Job Coaching services.
- I. Self-Employment Supports for self-employment may include:
  - 1. Aid to the individual in identifying potential business opportunities;
  - 2. Assistance in the development of a business plan, including potential sources of business financing and other assistance in including potential sources of business financing and other assistance in developing and launching a business;
  - 3. Identification of the supports that are necessary in order for the individual to operate the business; and
  - 4. Ongoing assistance, counseling and guidance once the business has been launched.
- J. An individual's person centered plan may include a mix of employment and day services such as Day Habilitation, Community Development Services, and Co-Worker Supports provided at different times.
- K. Employment Services does not include:
  - 1. Volunteering
  - 2. Payment for supervision, training, supports and adaptations typically available to other workers without disabilities filling similar positions.
- L. Medicaid funds may not be used to defray the expenses associated with starting up or operating a business.

- M. Under the historical traditional service model, transportation to and from the day activities will be provided or arranged by the licensed provider and funded through the rate system. The licensee shall use the mode of transportation which achieves the least costly, and most appropriate, means of transportation for the individual with priority given to the use of public transportation when appropriate.
- N. Employment Services also includes personal care to support the employment activity.
- O. Employment Services may include professional services otherwise available under the individual's private health insurance (if applicable), the Medicaid State Plan, or through other resources.
- P. Documentation must be maintained in the file of each individual receiving this service that the service is not available under a program funded under section 110 of the Rehabilitation Act of 1973 or the IDEA (20 U.S.C. 1401 et seq.).

**Specify applicable (if any) limits on the amount, frequency, or duration of this service:**

**Service Delivery Method (check each that applies)**

☐ Participant Directed as specified in Appendix E  
☒ Provider Managed

**Specify whether the service may be provided by (check all that applies):**

☐ Legally Responsible Person  
☐ Relative  
☐ Legal Guardian

**Provider Specifications:** (Instructions list the following for each type of provider that can deliver the services):

Provider Category	Provider Type Title
Agency	Licensed DDA Employment Service Provider

**Provider Category:** Agency

**Provider Type:** Licensed DDA Employment Service Provider

**Provider Qualifications License (specify):**

**License (specify):**

Licensed DDA Employment Service Provider as per COMAR 10.22.02 and 10.22.XX

**Certificate (specify):**

**Other Standard (specify):**

Staff must have DDA approved certification in employment.

Personal Care staff must possess appropriate licenses/certifications as required by law based on service provided and needs of the individual at time of service.

### **Verification of Provider Qualifications Entity**

#### **Responsible for Verification:**

- DDA for license
- Provider for staff licenses, certifications, and training

#### **Frequency of Verification:**

- DDA – annual for license
- Provider – prior to service delivery